

CLASS TITLE: CHIEF, OFFICE OF MUNICIPAL AFFAIRS

Class Code: 02502300

Pay Grade: 38A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, organize, direct and review the activities of a staff engaged in the development and execution of a variety of programs and initiatives which support the operation, administration, and management of municipal governments; and to do related work as required.

SUPERVISION RECEIVED: Works under the direction of the Associate Director of Administration for Planning with considerable latitude for the exercise of initiative and independent judgement; work is reviewed for results obtained and conformance to established, policies, laws, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, coordinates and reviews the activities of professional and technical staff; work is reviewed for satisfactory performance and conformance to pertinent statutes and guidelines.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, organize, direct and review the activities of a staff engaged in the development and execution of a variety of programs and initiatives, which support the operation, administration, and management of municipal governments.

To coordinate and review a program of compiling and certifying current equalized weighted assessed valuation of the worth of real estate in each municipality to be used as a basis for distribution of state aid to education.

To organize, coordinate and supervise a program of local government assistance designed to provide direct technical assistance and expertise to municipalities in such areas as organization, administration, management and fiscal operations.

To facilitate the formulation of policy designed to improve local government management and accountability.

To plan, organize, direct and evaluate the work of a staff engaged in fostering community growth and improvement by providing training and technical assistance in the areas of community development and local government management.

To research, analyze and initiate innovative approaches to solving local government problems.

To propose rules and regulations and to perform certifications for the state's tax disclosure program, mandate reimbursement program, mandatory revaluation program, and property tax relief and replacement program.

To administer the levying and assessment of a personal property tax on public service corporation and to certify the distribution of said proceeds to cities and towns.

To oversee a program of assistance to municipalities in planning and in implementing plans through zoning, subdivision regulation, capital budgeting, and other methods.

To prepare such regular and special reports as may be required, and to compile the annual report of the office.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the organizational, administrative, management, and fiscal problems affecting local governments; a thorough knowledge of local, state, and federal programs designed to meet community needs; a thorough knowledge of the principles, practices, and techniques of developing training programs for local government officials and employees; a thorough knowledge of the methods, principles, and techniques of determining the true market value of property and computing the equalized weighted assessed evaluation of the towns and cities; a thorough knowledge of federal, state, and community resources dealing with the various problems of local governments; the ability to plan, direct, supervise, review, and evaluate the work of a professional and technical staff engaged in providing a variety of services to local governments; the ability to assist in the development of policies, procedures, and programs designed to benefit local governments; the ability to prepare clear and concise reports containing findings, analyses, conclusions, and recommendations; the ability to establish and maintain effective working relationships with superiors, associate, and federal, state, local, and private agencies and organizations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a master's degree from an accredited institution of higher education in the field of public administration, business administration, planning, a physical or social science, or a degree in law, or a closely related field; and

Experience: Such as may have been gained through: employment in a responsible administrative position involved in the formulation and administration of a comprehensive program extending training and technical assistance to local governments.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: April 26, 1987

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